



Dietician/Competent Professional Authority

The Family Health Center is a Federally Qualified Health Center and leading provider of primary healthcare to the medically underserved in Kalamazoo County. Due to recent expansion and growth, we are currently seeking a Competent Professional Authority to assist in our Women Infants and Children (WIC) program. This individual will assess nutritional needs of the client, determine a nutrition education plan, provide nutrition risk education, assign appropriate food package and make referrals as warranted.

Essential Duties and Responsibilities:

Compiles client's nutritional health history into MI-WIC Computer System.

Performs anthropometric measurements (height, weight, and head circumference) and basic hemoglobin test on WIC clients. CPA must evaluate previously performed measurements and hemoglobin test.

Interview WIC client/authorized person, using the MI-WIC computer program, identify nutritional needs, evaluate nutrition status and risk factors, determine specific food package, develop risk code educational plan, make referrals as warranted, and refer high risk clients to R.D.

Conducts secondary nutrition education sessions, evaluates and documents results.

Explains the WIC EBT Bridge Card program to clients, including the use and redemption of benefits at grocery stores.

Assists in selection and preparation of teaching aids, especially secondary information.

Assists in maintaining records of WIC clients as required by state and federal guidelines.

Promotes and supports breastfeeding for WIC infants and mothers.

Authorizes formula changes with the exception of Class III formulas.

Compiles information for RD regarding High Risk clients and carries out follow-up plan.

Assists in the oversight and training of Nutrition Aides and Volunteers.

Completes cleaning and maintaining of lab equipment including the Hemocue.

Implements all policies and changes as presented.

Completes all Quality Control procedures.

Assists WIC Coordinator and Assistant WIC Coordinator with special projects e.g. carrying out Nutrition Services Plan, preparing or revising nutrition education modules or materials, etc.

Oversees completion of Monthly Newsletter and Bulletin Boards.

Enter WIC data into MI-WIC State Computer System.

Education and/or Experience:

Bachelors of Science degree (B.S.) from four-year accredited college or university in food, nutrition or dietetics.

The Family Health Center offers an excellent benefits package which includes medical/dental/vision/life insurance/403(b) retirement savings plan. Total compensation will depend on experience, education, and combination of skills brought to the position. Interested candidates should forward information to:

Family Health Center, Inc.
Human Resources
117 W. Paterson Street
Kalamazoo, MI 49007

Or via email:

human.resources@fhckzoo.com